

MINUTES
NOTTINGHAM COUNTRY MUNICIPAL UTILITY DISTRICT

May 15, 2023

The Board of Directors (the "Board") of Nottingham Country Municipal Utility District (the "District") met in regular session, open to the public, on the 15th day of May, 2023, at the offices of Allen Boone Humphries Robinson LLP, 3200 Southwest Freeway, Suite 2400, Houston, Texas, outside the boundaries of the District, and the roll was called of the members of the Board:

Ronald E. Hudson	President
Vaughan Brown	Vice President
Alan Wiggins	Secretary
Wade K. Skelton	Assistant Vice President
Dennis Moon	Assistant Secretary

and all of the above were present except Director Hudson, thus constituting a quorum.

Also attending the meeting in person were Darrell Hawthorne of Municipal Accounts & Consulting, L.P.; Esther Flores of Tax Tech, Inc.; Kyle Donham of Si Environmental, LLC ("Si"); Vernon Webb of IDS Engineering Group ("IDS"); Jacob Van Sant of Van Sant Landscape Management ("Van Sant"); Stephanie Lee of KGA/DeForest Design ("KGA"); and Christina Miller, Duggan Baker, and Caroline Jones of Allen Boone Humphries Robinson LLP ("ABHR").

PUBLIC COMMENT

Director Brown offered any members of the public attending the meeting the opportunity to make public comment. There being no members of the public requesting to make public comment, Director Brown moved to the next agenda item.

MINUTES OF PRIOR MEETING

The Board considered approval of the minutes of the District's regular meeting held on April 17, 2023 and the special meeting held on May 5, 2023. Following further review and discussion by the Board, Director Wiggins moved to approve the minutes of the April 17, 2023 and the May 5, 2023 special meeting, as discussed. Director Skelton seconded the motion, which passed unanimously.

WEST HARRIS COUNTY REGIONAL WATER AUTHORITY MATTERS (THE "AUTHORITY")

Mr. Baker reviewed a Notice of New Authority Encroachment Policy received from the Authority and effective April 12, 2023, a copy of which is attached.

FINANCIAL AND BOOKKEEPING MATTERS

Mr. Hawthorne presented and reviewed the bookkeeper's report, including the budget comparison, schedule of investments, certificates of deposit expired and renewed, and checks presented for approval. Following review and discussion, Director Skelton moved to (1) approve the bookkeeper's report; and (2) authorize payment of the bills. Director Wiggins seconded the motion, which passed unanimously.

TAX ASSESSMENT AND COLLECTION MATTERS

Ms. Flores distributed and reviewed the tax assessor/collector's report, including a list of checks presented for approval, a copy of which is attached. She noted 96.98% of the 2022 taxes have been collected as of April 30, 2023. After review and discussion, Director Wiggins moved to (1) approve the tax assessor/collector's report; and (2) authorize payment of the checks drawn on the District's tax account. Director Moon seconded the motion, which passed unanimously.

OPERATION OF DISTRICT FACILITIES

Mr. Donham reviewed the operations report, a copy of which is attached. He generally reviewed operations and maintenance for the month. Mr. Donham reported 94.95% water accountability for the prior month. Mr. Donham reported that there were no violations at the wastewater treatment plant and no new connections.

Director Wiggins asked Mr. Donham to investigate fire hydrants for repainting or repair.

CUSTOMER CORRESPONDENCE

There was no discussion regarding this matter.

ANNUAL INSPECTION FOR SYSTEM-WIDE LEAK DETECTION

There was no discussion regarding this matter.

CONSUMER CONFIDENCE REPORT

Mr. Donham reviewed the Consumer Confidence Report ("CCR"), a copy of which is attached, regarding the quality of the District's water and stated that it will be filed with the TCEQ and distributed to District residents by July 1, 2023. After review and discussion, Director Skelton made a motion to approve the CCR and authorize it to be distributed to the District's residents. Director Wiggins seconded the motion, which carried unanimously.

After review and discussion, Director Skelton moved to approve the operator's report. Director Wiggins seconded the motion, which passed unanimously.

CONDUCT HEARING ON TERMINATION OF WATER SERVICE

Mr. Donham presented to the Board a list of delinquent customers and reported that the residents on the termination list were delinquent in payment of their water and sewer bills and were given written notification, in accordance with the District's Rate Order, prior to the meeting of the opportunity to appear before the Board to explain, contest, or correct their bills and to show why utility services should not be terminated for reason of non-payment. After review and discussion, Director Skelton moved to terminate services for the customers on the list in accordance with the District's Rate Order and direct that the delinquent customer list be filed appropriately and retained in the District's official records. Director Wiggins seconded the motion, which passed unanimously.

ENGINEERING AND CAPITAL IMPROVEMENT PROJECTS

The Board then received the engineer's report, a copy of which is attached.

WATER PLANT AND WELL NO. 1 FLOOD MITIGATION

Mr. Webb stated that the operator will coordinate with W.W. Payton, Corporation to add two lights and a switch in the motor control building as approved at the April Board meeting.

WASTEWATER TREATMENT PLANT ("WWTP") IMPROVEMENTS

Mr. Webb discussed the WWTP driveway improvements to improve access to Clarifier No. 2. Mr. Webb stated that the removal of the sludge belt filter press and the associated building are included in the improvements, and that the total construction cost is estimated to be \$190,000.00. Discussion ensued regarding additional detention that might be required by the City of Houston (the "City") and Harris County (the "County") for a concrete driveway. After review and discussion, Director Wiggins moved to approve IDS to move forward with the WWTP concrete driveway improvements. Director Moon seconded the motion, which passed unanimously.

Mr. Webb then discussed a reuse water system for the irrigation of Greenbelt Park and stated that IDS determined that the project was not feasible due to the City's requirements for such a system.

SANITARY SEWER REHABILITATION PROGRAM

Mr. Webb stated that IDS will schedule a meeting with the operators to discuss the minor repairs associated with the Phase 5C Rehabilitation.

Mr. Webb then discussed the rehabilitation of the concrete sanitary sewer lines that are showing some exposed aggregate due to long term corrosion from sewer gases. Mr. Webb stated that IDS estimated that the construction cost to replace the lines with a cured in place epoxy resin was \$3,700,000.00. Mr. Webb stated that the District would achieve the lowest total project cost if the rehabilitation is bid in one project. Mr. Webb stated that IDS is preparing an engineering proposal for the design, bidding, and construction administration of lining the large concrete pipes.

DISTRICT CAPITAL IMPROVEMENT PLAN ("CIP") BUDGET UPDATE

Mr. Webb presented and reviewed an updated CIP listing the proposed projects for inclusion as part of the District's applications to the County's Precinct 4's Places 4 People: 2023 Call for Projects (the "Project Funding Applications"), including: (i) the District's Well No. 3 Hurricane Harvey flood mitigation project (the "Well Mitigation Project") and (ii) the District's trail improvement project (the "Trails Project"), each as discussed at the District's May 5, 2023 Special Meeting. Ms. Lee stated that she will provide costs associated with the Trails Project for inclusion in the CIP. After review and discussion, Director Wiggins moved to approve the CIP, subject to the inclusion of Trails Project costs. Director Skelton seconded the motion, which passed unanimously.

GEOGRAPHIC INFORMATION SYSTEM

There was no discussion on this matter.

DISTRICT FACILITIES AND ENGINEERING WORK, INCLUDING STORM WATER CHANNEL IMPROVEMENTS

There was no discussion on this matter.

DEVELOPMENT IN THE DISTRICT

There was no discussion on this matter.

DEEDS, EASEMENTS, CONSENTS TO ENCROACHMENTS, REQUESTS FOR SERVICE OR UTILITY COMMITMENT LETTERS

There was no discussion on this matter.

WWTP FLOOD MITIGATION

Mr. Webb updated the Board regarding the WWTP Harvey Mitigation project for the WWTP's motor control center, generator, and nonpotable system.

Mr. Webb reviewed and recommended approval of Pay Estimate No. 4 in the amount of \$162,420.30, payable to District and McDonald Municipal and Industrial ("DMMI").

Mr. Webb then requested the Board's approval of a Construction Material Testing Proposal (the "Proposal") in the amount of \$15,148.00, payable to Tolunay-Wong, Inc. ("Tolunay-Wong").

Following review and discussion, Director Wiggins moved, based on the engineer's recommendation, to (1) approve Pay Estimate No. 4 in the amount of \$162,420.30 to DMMI; and (2) approve the Proposal in the amount of \$15,148.00 to Tolunay-Wong. Director Moon seconded the motion, which passed unanimously.

WELL NO. 2 FLOOD MITIGATION

Mr. Webb stated that the project is in design and that the scope of work has been updated to include the rehabilitation of well no. 2 and the construction of a masonry block building to house new electrical equipment. Mr. Webb stated that the updated construction estimate for the project is \$1,100,000.00 and that IDS will bring a revised fee proposal to the June meeting.

WELL NO. 3 FLOOD MITIGATION

Mr. Webb stated that the scope of the Well Mitigation Project includes raising the electrical and control panel equipment within the motor control building, the installation of a raised walkway and stairs for the operator's access to the equipment, and the raising of the electrical service entrance. Mr. Webb stated that IDS will include this project's design fees and construction cost estimate in the Project Funding Application for the County's Precinct 4's Places 4 People: 2023 Call for Projects as discussed in the District's May 5, 2023 special meeting.

OFFSITE LIFT STATION FLOOD MITIGATION

There was no discussion on this matter.

HARRIS COUNTY PRECINCT 4 ROADWAY AND TRAIL IMPROVEMENT PROJECTS

There was no discussion on this matter.

WATER LINE INVENTORY PURSUANT TO ENVIRONMENTAL PROTECTION AGENCY'S ("EPA") REVISED LEAD AND COPPER RULE

Mr. Webb stated that IDS continues to work with Si to prepare the tap and service line inventory for the EPA's Lead and Copper Rule Revisions.

TEXAS COMMISSION ON ENVIRONMENTAL QUALITY ("TCEQ") WATER PLANT AND WELL NO. 3 SITE INSPECTION

Mr. Webb stated that Ms. Lindsey Whatley of IDS met with Van Sant on site the morning of May 15, 2023, to assess the scope of work to clear of the ten-foot-wide mow strip and continuing maintenance of the same. Mr. Webb confirmed that Van Sant will be included in IDS's bid solicitation to perform the work. Mr. Webb stated that he will provide the accepted proposal to Director Skelton for a possible cost sharing agreement between the District and the Parklake Village Homeowners Association.

TCEQ WWTP DISCHARGE PERMIT ("PERMIT") FOR PERMIT TERM 2022-2027

There was no discussion regarding this matter.

EMERGENCY INTERCONNECT AGREEMENTS ("AGREEMENTS") WITH HARRIS COUNTY MUNICIPAL UTILITY DISTRICT NO. 81 ("HC MUD 81") AND MEMORIAL MUNICIPAL UTILITY DISTRICT ("MEMORIAL MUD")

Mr. Webb stated that Mr. Teague Harris of IDS is working on the revised exhibits for the Agreements with HC MUD 81 and Memorial MUD in coordination with the engineers and operators for all three districts.

SECURITY MONITORING EQUIPMENT AT PLANT AND WELL SITES

There was no discussion on this matter.

EMERGENCY PREPAREDNESS PLAN ("EPP")

There was no discussion on this matter.

Following review and discussion, Director Wiggins moved to approve the engineer's report. Director Moon seconded the motion, which passed unanimously.

GREENBELT PARK AND GREENBELT NORWALK (“THE GREENBELTS”)

LANDSCAPE MAINTENANCE REPORT

Director Brown generally reported on matters related to the Greenbelts.

Mr. Van Sant reviewed a Park Maintenance Report from Van Sant, a copy of which is attached, and updated the Board regarding ongoing park maintenance.

PROPOSALS FOR ADDITIONAL PARK MAINTENANCE

There was no discussion on this matter.

PARK USE AGREEMENTS

There was no discussion on this matter.

LONG-TERM PARK AND RECREATIONAL FACILITY PLANNING MATTERS

There was no discussion on this matter.

LANDSCAPE ARCHITECT’S REPORT

Ms. Lee presented and reviewed the Landscape Architect’s report, a copy of which is attached.

Ms. Lee updated the Board regarding the Fitness Station Amenity Enhancements project.

Ms. Lee stated that KGA is working with ABHR on the Project Funding Application for the Trails Project.

PUBLIC POWER POOL (“PPP”) TECHNICAL COMMITTEE

The Board discussed PPP matters.

CENTERPOINT ENERGY MATTERS

Mr. Baker stated that Digco’s settlement check for a utility line break had not been received as of the meeting.

APPLICATIONS FOR THE COUNTY’S PLACES 4 PEOPLE: 2023 CALL FOR PROJECTS

Mr. Baker presented and reviewed two Resolutions in Support of Nottingham Country Municipal Utility District’s Trails Project and the Well Mitigation Project (collectively, the “Resolutions”). Mr. Baker explained that the Resolutions authorized ABHR, IDS and KGA to take actions as necessary to complete and submit separate Project

Funding Applications for the Trails Project and the Well Mitigation Project. Following review and discussion, Director Wiggins moved to approve the Resolutions and to authorize the completion and submission of the Project Funding Applications by the District's consultants on behalf of the District, subject to final review and approval by Directors Hudson and Brown. Director Moon seconded the motion, which passed unanimously.

EMERGENCY NOTIFICATION SYSTEM

There was no discussion on this matter.

DISTRICT TECHNOLOGY AND INFORMATION MANAGEMENT MATTERS,
INCLUDING ANNUAL CYBERSECURITY TRAINING

Mr. Baker reminded the Board that annual cybersecurity training that is certified by the Texas Department of Information Resources must be completed by June 14, 2023.

WEBSITE MATTERS

The Board requested that the CCR be posted on the District's website.

MEETING SCHEDULE

After review and discussion, the Board concurred to hold its next regular meeting on June 19, 2023, at 11:30 a.m., at the offices of ABHR.

There being no further business to come before the Board, the meeting was adjourned.


Secretary, Board of Directors



LIST OF ATTACHMENTS TO MINUTES

	Minutes
	<u>Page</u>
Notice of New Authority Encroachment Policy	1
Bookkeeper's Report.....	2
Tax Assessor/Collector's Report	2
Operations Report.....	2
Engineer's Report.....	3
Park Maintenance Report	7
Landscape Architect's Report	7